

DATE: August 11, 2004

TO: Region Engineers
Region Delivery Engineers
TSC Managers
Resident/Project Engineers
Region Construction Engineers

FROM: Larry E. Tibbits
Chief Operations Officer

John C. Friend
Engineer of Delivery

SUBJECT: Bureau of Highway Instructional Memorandum 2004-22
Retention and Disposal of Construction Project Records

This memorandum is issued to provide guidance to the TSC/project offices for the retention and disposal of project records for construction. The managing office engineer (delivery/project/resident/county/city/consultant) is responsible for all project records required at the project site.

The Federal Highway Administration (FHWA) requires that project construction records for federally funded projects be retained for a minimum of three years past the FHWA final accounting date. The FHWA final accounting date (for the purpose of records retention) is the date the Financial Operations Division does the final billing to the FHWA for federal funds.

Project records for construction on state trunkline projects will be retained at the region, TSC, or project office for three years after the final accounting date. This applies to both federally funded projects as well as state funded projects. This date is available through the Phase Financial Closeout (PFC) application. This application is accessible through a web interface using Citrix software.

There may be a few instances when projects will not be listed in the PFC application. These projects are typically maintenance (M projects) and Multi-Modal Transportation projects. When these types of projects do not show up in PFC, the three-year TSC/project office retention period will begin when the final estimate is processed.

If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three-year period, the records must be retained at the project office until completion of the action and resolution of all issues, or until the end of the three-year period, whichever is later. **This will also apply to projects with warranty work, as well as post final estimates.**

In addition to the TSC/project records retention period, there are records retention requirements issued by the Michigan Department of History, Arts and Libraries (HAL) and MDOT's Records Management Office. Appendix C addresses what happens to the construction records at the conclusion of the three-year TSC/project office retention period.

- Please Note: The records, which will be transferred to the Records Center at the end of the TSC/project office records retention period, will be treated differently than records that are to be microfilmed. The records identified to be microfilmed will not be sent to the Records Center. MDOT will be working with HAL and the Records Management Office to develop a process for handling these records. In the meantime, records to be microfilmed should be boxed separately. Further instructions will be issued once this process has been developed.

The *File Manual for Construction Records* will be revised to address these requirements when the 2004 revisions take place in October. In the meantime, the guidelines set forth in this memorandum supercede the current edition (June 2000) of the *File Manual for Construction Records*.

The following four appendices provide additional instructions and guidance for construction records retention and will be included in the next revision of the *File Manual for Construction Records*.

Appendix A: General Procedures for Construction Records Retention

Appendix B: Project Records Folder List

Appendix C: Project Records File, Forms, and Retention List

Appendix D: Instructions for Using PFC to Determine the Final Accounting Date

If you have any questions, please contact the Ali Wellington, Construction and Technology Support Area, at 517-322-5317 or wellingtona@michigan.gov.

Chief Operations Officer

Engineer of Delivery

BOHD:C/T:AW:kab

Attachments

Index: Documentation

cc: C & T Support Area Staff
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Design Support Area, M. VanPortfleet
Maintenance Support Area, C. Roberts
Traffic & Safety Support Area, J. Culp
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Appendix A

General Procedures for Construction Records Retention

The managing office engineer (delivery/project/resident/county/city/consultant) is responsible for all project records required at the project site.

Project records for construction on state trunkline projects will be retained at the region, TSC, or project office for three years after the final accounting date. This date is available through the Phase Financial Closeout (PFC) application. This application is accessible through a web interface using Citrix software.

The construction records for projects with consultant engineering management will be delivered to the managing TSC after the final estimate is generated. The managing TSC will retain these records in accordance with these procedures.

If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three-year period, the records must be retained at the project office until completion of the action and resolution of all issues which arise from it, or until the end of the three-year period, whichever is later. This will also apply to projects with warranty work, as well as post final estimates.

At the end of the three-year project retention period, the records will be retained in accordance with the records retention requirements issued by the Michigan Department of History, Arts and Libraries (HAL), MDOT's Records Management Office, and this procedure.

All project records on non trunkline projects are to be transferred to or retained by the local unit of government having jurisdiction over it. If federal funds are involved, the local unit of government will retain the records for a minimum of three years past the FHWA final accounting date. The delivery/project/resident engineer will provide the FHWA final accounting date to the local unit of government.

The region will appoint a records liaison for each TSC. At the end of the three-year project retention period, the records will be processed in one of the following three methods:

1. Sent to the State Records Center for further retention
 - This transfer of records to the records center will be accomplished through the Versatile records management software application. Versatile is accessible through a web interface using Citrix software.
 - The region, TSC, or project office will notify the MDOT's Records Management Unit to arrange for training for the records liaisons at each TSC.
2. Prepared for microfilming
 - Further instructions regarding microfilming will be provided to each records liaison.
3. Destroyed

Appendix C identifies which method will apply to each record type.

File Terminology and Identification

Geographic File

The geographic file is the primary file in the Construction and Technology Support Area file system. Geographic identity is uniform for all bureaus and divisions, and creates the basis for all record keeping at MDOT. Project records are subject to retention in accordance with the retention and disposal schedules.

Retention and disposal schedules are legal documents (required by statute) that list all of the records created and maintained by an agency. Schedules provide the legal authority to dispose of state records. Schedules are approved by the agency, Records Management Services, Auditor General, Attorney General, Michigan Historical Center, and State Administrative Board.

Contract ID

Contract ID numbers are assigned when a project is programmed as a unique identifier by work phase. Phase A is the construction phase. Assignments are made by the Project Administration Section, Bureau of Transportation Planning.

The first two digits represent the county designation: 58 – Monroe County
The next three numbers represent the location within the county. The project number is just the next sequential number and has no meaning.

Example: Contract ID: 58034-48611

Project Identification

All project documentation will be appropriately identified and filed in numeric sequence by contract ID number. All project data (and folder labels) would carry the contract ID number. All data will be filed at the proper location within the record series and appropriate cross references will be documented in FieldManager.

Record Series

- | | |
|------------|---|
| 100 Series | A record category to accommodate administrative and financial-type documents. |
| 200 Series | A record category to accommodate engineering records. |
| 300 Series | A record category to accommodate testing records. |

Folder Identification

All file folders will be labeled and each label will show the folder number, title, and the appropriate contract project identification.

Example:	102	Contract	58034-48611
	105	Contract Modifications	58034-48611
	110	Estimates	58034-48611

When the document volume within any given folder becomes sufficiently large to be cumbersome, an additional folder(s) may be used.

Example:	112	Correspondence	58034-48611
	112A	Correspondence	58034-48611

In the event there are multiple project numbers within a construction contract, further identification detail should appear on each such folder, along with folder number, folder name, and contract ID. This may not be necessary for small contracts due to the small volume of records. Typically, the lowest project number will be included in the contract ID.

Example:				
<u>Contract ID:</u>	<u>Control Section:</u>	<u>Project</u>	<u>Fed#</u>	<u>Fed Item</u>
58034-48611	ANH 58034	48611A	NH 0358(001)	HH3396
	ABHN 58034	53371A	BHN 0358(002)	RR3462
	ANH 58034	59313A	NH 0358(003)	HH3397
	105	Contract Modifications ANH 58034 - 48611A	58034-48611	
	105A	Contract Modifications ABHN 58034 - 53371A	58034-48611	
	105B	Contract Modifications ANH 58034 - 59313A	58034-48611	

Appendix B

Construction Project Records List

Use this list when setting up the file folders for the project.

PROJECT FILE FOLDER NO.	
100	File Index - Programming
101	Advertising and Award
102	Contract
103	Subcontract Agreements
104	Work Orders/Damage Claim Notice
105	Contract Modifications
106	Progress Reports
107	Construction Status (Work Days Charged)
108	Contractor's Evaluation, Inspection Reports, NPDES & Inspector's Daily Report (IDRS)
109	Contract Accounting (Force Accounts)
110	Pay Estimates
111	Payrolls & Trainee Reports
112	Correspondence
113	Meetings & Safety Program
114	Utilities - Permits - Real Estate Data
115	Rainfall Record
200	Contract History
201	Construction Survey Notes - Shop Drawing
202	Photographs & Videos
203	Grade Sheets - Structure Stakeout
204	Traffic Items (Barricade Checks & Etc.)
205	Miscellaneous Items (All Misc. Item Documentation)
206	Removal Items
207	Earthwork Items
208	HMA Tickets & QA/QC Reports
209	Aggregate Items & Tickets
210	Concrete - (Tickets & 1174's & QA/QC)
211	Drainage Items
212	Restoration Items
213	Guardrail Items
300	Testing Orders
301	Density Testing
302	Miscellaneous Testing (All Misc. Items)
303	Bituminous Items Testing
304	Drainage Items Testing
305	Concrete Items Testing
306	Aggregate and Granular Materials Testing
307	Bridge Items (Steel, Etc.)

Appendix C

PROJECT RECORDS FILES, FORMS, AND RETENTION TABLE

This table lists the common forms and record types used for the administration of MDOT projects and the retention and disposition of each. All forms and record types listed may not be used by all offices. Moreover, there may be forms and record types used which are not listed here. The absence of a form or record type from this document or the retention schedule does not exclude it from the state of Michigan's retention policy.

Terminology:

ACT - This is the three-year retention period for records at the region, TSC, or project office. This period is three years after the Financial Operations Division's (FOD) final accounting date. At the end of the three-year period, these records may be destroyed.

For Further Retention After "ACT" - Indicates what happens to the project records at the end of the three-year retention period at the region, TSC, or project office location.

- RC (P) = Records Center by Project - The region, TSC, or project office will arrange to have these records delivered to the Record Center in Lansing at the end of the three-year period.
- RC (L) = Records Center in Lansing – The Construction and Technology Support Area will arrange to have these records delivered to the Record Center in Lansing. The project office may destroy these records at the end of the three-year period.
- Mfilm (P) – These records will be prepared for microfilming by the project office. If the records are generated by the Materials Testing System (MTS), the records are stored electronically in the application database. Paper copies may be destroyed by the project office at the end of the three-year retention period. (See note)

Record Series Item No. – Each record series listed on a retention schedule is assigned a number and a retention period. Use this number when transferring records to the Record Center for further retention or microfilming after the TSC/project office retention period.

WHEN TEST REPORTS ARE GENERATED BY MTS, MICROFILMING IS NOT REQUIRED. These records are identified in the table with an (*).

Note: Records to be microfilmed will be prepared and boxed separately.

PROJECT RECORDS FILES, FORMS, AND RETENTION LIST

For Retention Purposes: ACT = FOD Final Accounting Date + Three Years for federally funded, as well as state-funded projects.

(P) = By Project Office (L) = By Lansing C&T

PROJECT FILE NO.	FORM NO.	FOLDER TITLE / (Document Title or Types)	AFTER ACT	RECORD SERIES ITEM NO.
100		FILE INDEX - PROGRAMMING	ACT	
101		ADVERTISING AND AWARD		
		Notice to Proceed Date	RC (P)	28910
		Letters of Approval of Contract Bidders	RC (P)	28910
102		CONTRACT		
		Proposal/Addenda	Mfilm (P)	3806A2B
	1130	Progress Schedule	RC (L)	28898
		Contract	Mfilm (P)	3806A2B
103		SUBCONTRACT AGREEMENTS		
	1302	Subcontract Agreements	RC (P)	28910
		Blue Sheet (DBE Participation)	RC (L)	28898
104		WORK ORDERS/DAMAGE CLAIM NOTICE		
	1119	Damage Claim Notice	RC (P)	28910
	1137	Work Orders	RC (P)	28910
	1165	Notice of Non-Compliance with Contract Requirements	RC (P)	28910
105		CONTRACT MODIFICATIONS		
		Contract Modifications Adjustments Changes Extras Extension of Time Revised Progress Schedules	RC (P)	28910
106	1102A	PROGRESS REPORTS Form 1102A Bi-Weekly Construction Progress Report has been eliminated per BOHIM 2004-03. For projects closed out prior to BOHIM 2004-03, use this retention.	ACT	
107		CONSTRUCTION STATUS		
	1116	Weekly Statement of Work Days Charged	RC (P)	28910
108		CONTRACTOR'S EVALUATION, INSPECTION REPORTS, NPDES & INSPECTORS DAILY REPORT (IDR)		
	1120	Final Inspection/Acceptance and Certification Report	RC (L)	28898
	1122B	Field Book (Inspector's Daily Report - IDR)	RC (P)	28910
		Field Measurements (Attached to Field Book (IDR)) Work Sheets	RC (P)	28910
	1126	NPDES - Inspection Reports	RC (P)	28910
	1182	Contractor Performance Evaluation	ACT	
		Warranty Acceptance Documents	RC (P)	28910
109		CONTRACT ACCOUNTING		

PROJECT RECORDS FILES, FORMS, AND RETENTION LIST

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(P) = By Project Office (L) = By Lansing C&T

PROJECT FILE NO.	FORM NO.	FOLDER TITLE / (Document Title or Types)	AFTER ACT	RECORD SERIES ITEM NO.
	1101	Force Account (if not attached to Contract Modification and documentation)	RC (P)	28910
	1101A	Force Account - Daily Field Record	RC (P)	28910
	1168	Force Account Worksheet for equipment	RC (P)	28910
110		PAY ESTIMATES		
		Engineer's Estimate	RC (L)	28898
		Final Estimate	RC (L)	28898
		Post Final Construction Estimate	RC (P)	28910
		Construction Estimate	RC (P)	28910
111		PAYROLLS & TRAINEE REPORTS		
	1156	Minimum Wage Rate - Interview Sheet	ACT	5420E
	1199	Weekly Employment and O.J.T. Report	ACT	5420E
	WH-347	Payrolls	ACT	5420E
	WH-348	Statement of Compliance	ACT	5420E
112		CORRESPONDENCE		
		General Correspondence Published Articles & News Clips	RC (P)	28910
113		MEETINGS & SAFETY PROGRAM		
		Pre-Construction minutes, Progress Meetings, Post-Construction Meetings	RC (P)	28910
114		UTILITIES - PERMITS - REAL ESTATE DATA		
		All Forms Pertaining to Utilities, Permits and Real Estate.	RC (P)	5445A
115		RAINFALL RECORDS		
	1108A	Rainfall Record (Not used in all offices)	ACT	
200		CONTRACT HISTORY		
		Backup Disks	RC (P)	28911
	1147 & 1147C	Final Estimate Review Summaries	Mfilm (P)	28910
CONSTRUCTION DOCUMENTS - "200" FILE SERIES				
201		Construction Survey Notes - Shop Drawings	ACT	
		Contractor's Staking QC Plan	Mfilm (P)	28910
		Revision of Plans (Send to Design for Microfilming)	Mfilm (P)	28912
202		PHOTOGRAPHS & VIDEOS	ACT	5420C
203		GRADE SHEETS - STRUCTURE STAKEOUT		
	201	Grade Sheets	RC (P)	28910
	1145	Grade Checks (or attach to IDR)	RC (P)	28910
204		TRAFFIC ITEMS (BARRICADE CHECKS & ETC)		
	1013	Inspector's Checklist (Arrow Bar)	ACT	

PROJECT RECORDS FILES, FORMS, AND RETENTION LIST

For Retention Purposes: ACT = FOD Final Accounting Date + Three Years for federally funded, as well as state-funded projects.

(P) = By Project Office (L) = By Lansing C&T

PROJECT FILE NO.	FORM NO.	FOLDER TITLE / (Document Title or Types)	AFTER ACT	RECORD SERIES ITEM NO.
205		MISCELLANEOUS ITEMS (ALL MISC ITEM DOCUMENTATION)		
	204	General Computations (or attach with appropriate documentation)	RC (P)	28910
	205	Engineer Calculation (or with appropriate documentation)	RC (P)	28910
	500	Coring Request	RC (P)	28910
	583	Records of Soils Recommendation	RC (P)	28910
	1125	Permit to Place	RC (P)	28910
	1190	Structure Measurements	RC (P)	28910
206		REMOVAL ITEMS		
		Documentation for Removal Items	RC (P)	28910
207		EARTHWORK ITEMS		
	1124	Earthwork Data Sheet	RC (P)	28910
	1198	Volume Sheet	RC (P)	28910
208		HMA TICKETS & QA/QC REPORTS		
		HMA Delivery Tickets	ACT	
		Contractor's Quality Control Plan	Mfilm (P)	3806A2B
	1903-B	Report of Verification of Quality Assurance Testing	Mfilm (P)	3806A2B
	1903-C	Daily Report of Contractor's Quality Assurance Tests	Mfilm (P)	3806A2B
	1907	MDOT Testing of Compacted HMA Density & Percent Compaction	Mfilm (P)	3806A2B
	1911	Job Mix Formula (JMF) HMA Field Communication	Mfilm (P)	3806A2B
209		AGGREGATE ITEMS & TICKETS		
		Delivery Tickets, Aggregate Summary Sheets Etc	ACT	
210		CONCRETE – TICKETS, 1174'S & QA/QC		
	590	Cylinder Results	Mfilm (P) *	3806A2B
	1131	Bridge Decks Conc. Depth Measurements	Mfilm (P)	3806A2B
	1160	Report of Modulus Rupture	Mfilm (P) *	3806A2B
	1160-A	Concrete Cylinder/Core Compression Test Results	Mfilm (P) *	3806A2B
	1174	Concrete Proportioning Plant Report	Mfilm (P)	3806A2B
	1174-A	Inspector's Report of Concrete Placed	Mfilm (P)	3806A2B
		Contractor's Quality Control Plan	Mfilm (P)	3806A2B
211		DRAINAGE ITEMS		
		Documentation for Drainage Items	RC (P)	28910
212		RESTORATION ITEMS		
		Documentation for Restoration Items	RC (P)	28910
213		GUARDRAIL ITEMS		
		Documentation for Guardrail Items	RC (P)	28910

PROJECT RECORDS FILES, FORMS, AND RETENTION LIST

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(P) = By Project Office (L) = By Lansing C&T

PROJECT FILE NO.	FORM NO.	FOLDER TITLE / (Document Title or Types)	AFTER ACT	RECORD SERIES ITEM NO.
EXAMPLES OF TESTING INSPECTION FILES - "300" FILE SERIES (*MTS = MATERIAL TESTING SYSTEM: WHEN TEST REPORTS ARE GENERATED BY THE MTS, MICROFILMING IS NOT REQUIRED.)				
300		TESTING ORDERS		
	501 Series	All Testing Orders	Mfilm (P)	3806A2B
301		DENSITY TESTING		
	509	IAT - Density Testing	ACT	5422
	582	Moisture and Density Determination of Soils	Mfilm (P)	3806A2B
	582-A	Record of Density Retests	Mfilm (P)	3806A2B
302		MISCELLANEOUS TESTING FOR ALL MISC ITEMS		
		Misc. Material Certifications	ACT	
	506	Report of Sign Inspection	Mfilm (P)	28910
	566	Report of Field Inspection	Mfilm (P)	28910
	1143	Testing Earth Grade with Compactor	Mfilm (P)	28910
	1178	Transfer of Tested Material	Mfilm (P)	28910
	1922	Tested Stock Report	Mfilm (P)	28910
	1923	Sample Identification	ACT	
	1929	Welder Qualification Procedure Report	Mfilm (P)	28910
		Commercial Laboratory Test Reports (General)	Mfilm (P)	28910
		Report of Test - Laboratory	Mfilm (P) *	3806A2B
303		BITUMINOUS ITEMS TESTING		
		Material Certifications for Bituminous Materials	ACT	
	1842	Report of Test – Bituminous Mixtures Independent Assurance Sample	ACT	5422
	1903	Daily Report of HMA Plant Inspection	Mfilm (P)	3806A2B
	1931	Report of Test Marshall HMA Design Mix Formula	Mfilm (P) *	3806A2B
	1931-B	Report of Test – HMA Mix Design - Regression	Mfilm (P)	3806A2B
304		DRAINAGE ITEMS TESTING		
		Material Certifications for Drainage Items	ACT	
	1919	Corrugated Metal Pipe Report	Mfilm (P)	3806A2B
	1920	Field Report for Concrete Pipe	Mfilm (P)	3806A2B
	1920A	Field Report for Pre-cast Drainage Structure Items	Mfilm (P)	3806A2B
305		CONCRETE ITEMS TESTING		
	502	Pavement Core Record	Mfilm (P)	3806A2B
	503	IAT – Concrete Sampling and Testing	ACT	5422
	551	Report of Field Test and Concrete Test Cylinders	Mfilm (P) *	3806A2B
	580	Concrete Plant Equipment Inspection Report	Mfilm (P)	3806A2B
	580-A	Concrete Plant Inspection	Mfilm (P)	3806A2B
	1155	Weekly Summary of Certified Concrete from Commercial Central Mix and Transit-Mix Plants	Mfilm (P)	3806A2B

PROJECT RECORDS FILES, FORMS, AND RETENTION LIST

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(P) = By Project Office (L) = By Lansing C&T

PROJECT FILE NO.	FORM NO.	FOLDER TITLE / (Document Title or Types)	AFTER ACT	RECORD SERIES ITEM NO.
306		AGGREGATE & GRANULAR MATERIALS TESTING		
	504	IAT – Aggregate Sampling and Testing	ACT	5422
	1900	Aggregate Inspection Daily Report	Mfilm (P) *	3806A2B
	1901	Mechanical Analysis Report	Mfilm (P) *	3806A2B
307		BRIDGE ITEMS ALL ENGINEERING & TESTING (STEEL & ETC)		
	507	Camber Measurements	Mfilm (P)	3806A2B
	519	Cantilever and Bridge Mount Inspection	Mfilm (P)	3806A2B
	538	Shop inspection of Structural Steel	Mfilm (P)	3806A2B
	538A	Magnetic Particle Inspection Report	Mfilm (P)	3806A2B
	538B	Inspection Report (Ultrasonic Exam of Welds)	Mfilm (P)	3806A2B
	557	Pre-stressed Conc. Beam Construction Field Data Sheet	Mfilm (P)	3806A2B
	579	Structure Foundation Inspection	Mfilm (P)	3806A2B
	1138	Bridge Reinforcing Computations	Mfilm (P)	3806A2B
	1156	Test Pile Record	Mfilm (P)	3806A2B
	1157	Pile Driving Table	Mfilm (P)	3806A2B

Note 1: The asterisk (*) indicates records to be destroyed at the end of the ACT period if they were generated using MTS.

Note 2: Subtitled folders will be assigned to item of work folders and tested material folders. A subtitled folder may be set up for a single item of work and tested material, or for a group of related items of work or materials. Subtitled and appropriated titled folders should be provided in sufficient quantity and groupings to permit convenient and quick access to the item of work and material documentation. The quantity of subtitled folders will vary with the type of project and with the variety and number of items of work.

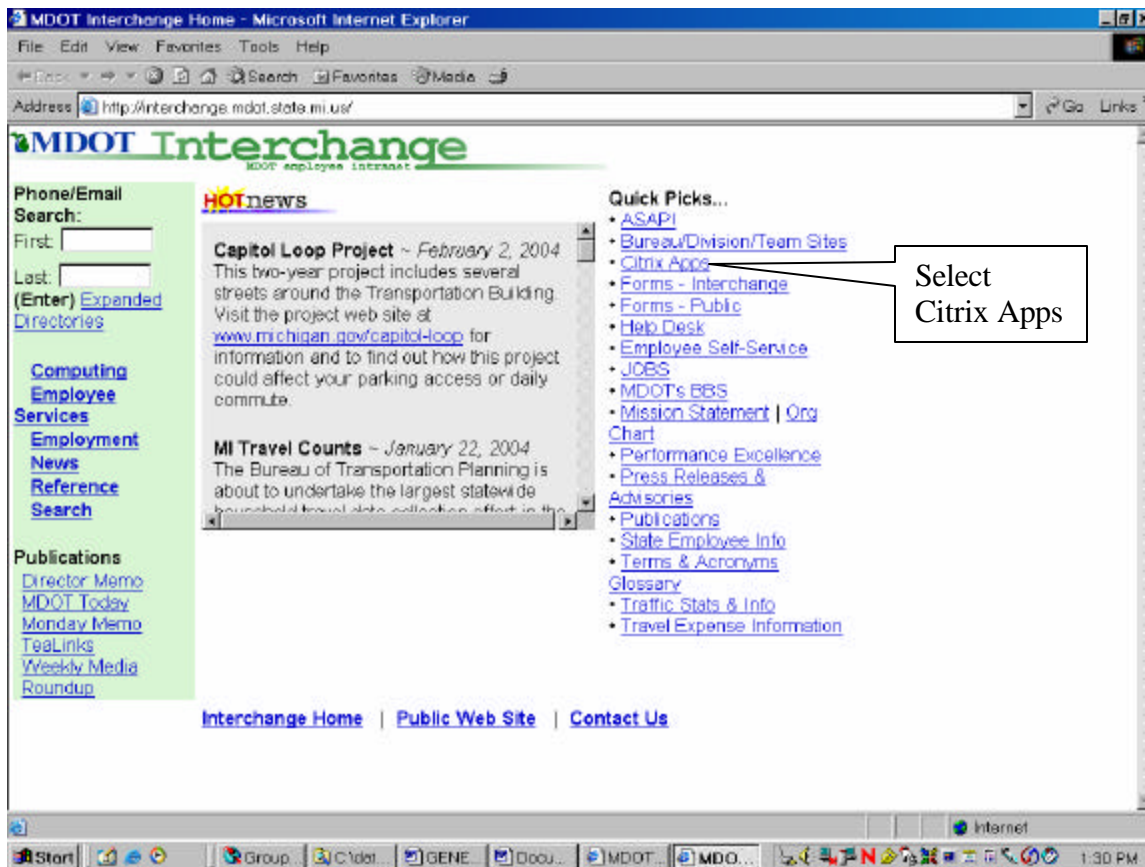
Each subtitled folder should contain the support data for the work listed on the folder. Subtitled folders should also be assigned to material folders. A subtitled folder may be set up for a single material, or for a group of related materials.

On a resurfacing project containing three or four items of work, all the required documentation for support of the quantities could be filed in one subtitled folder.

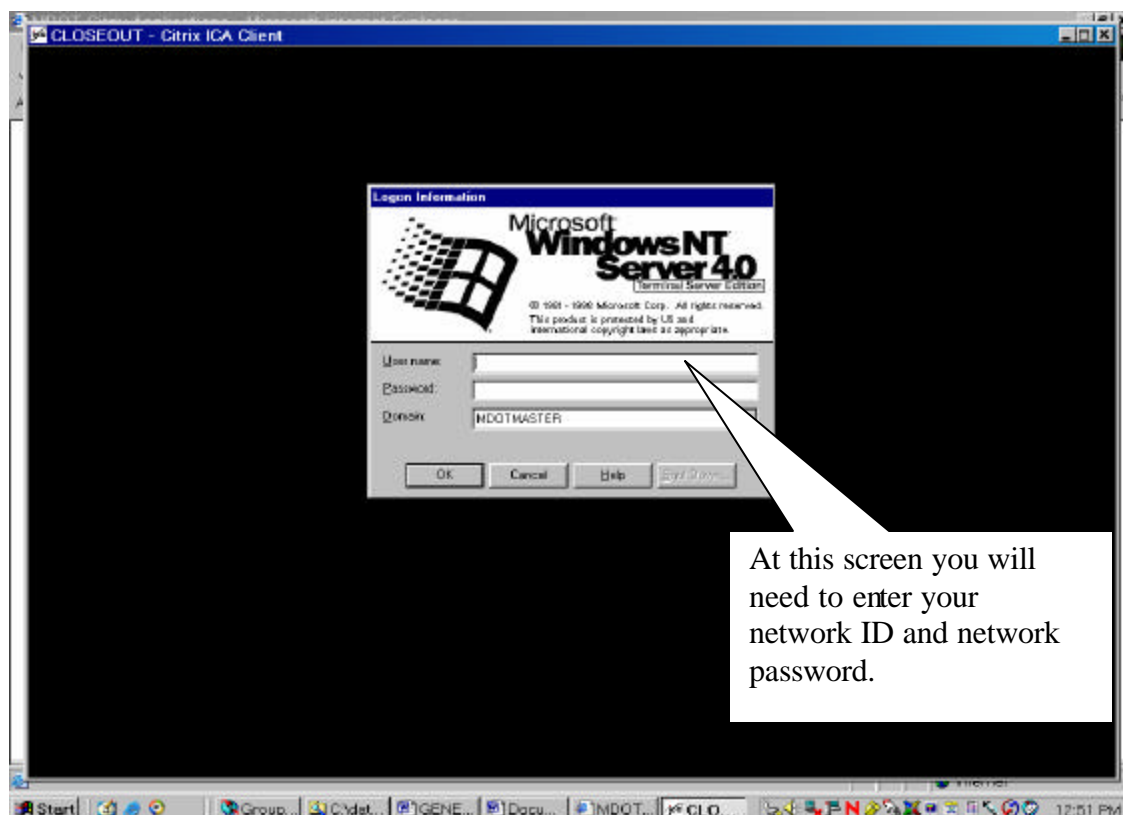
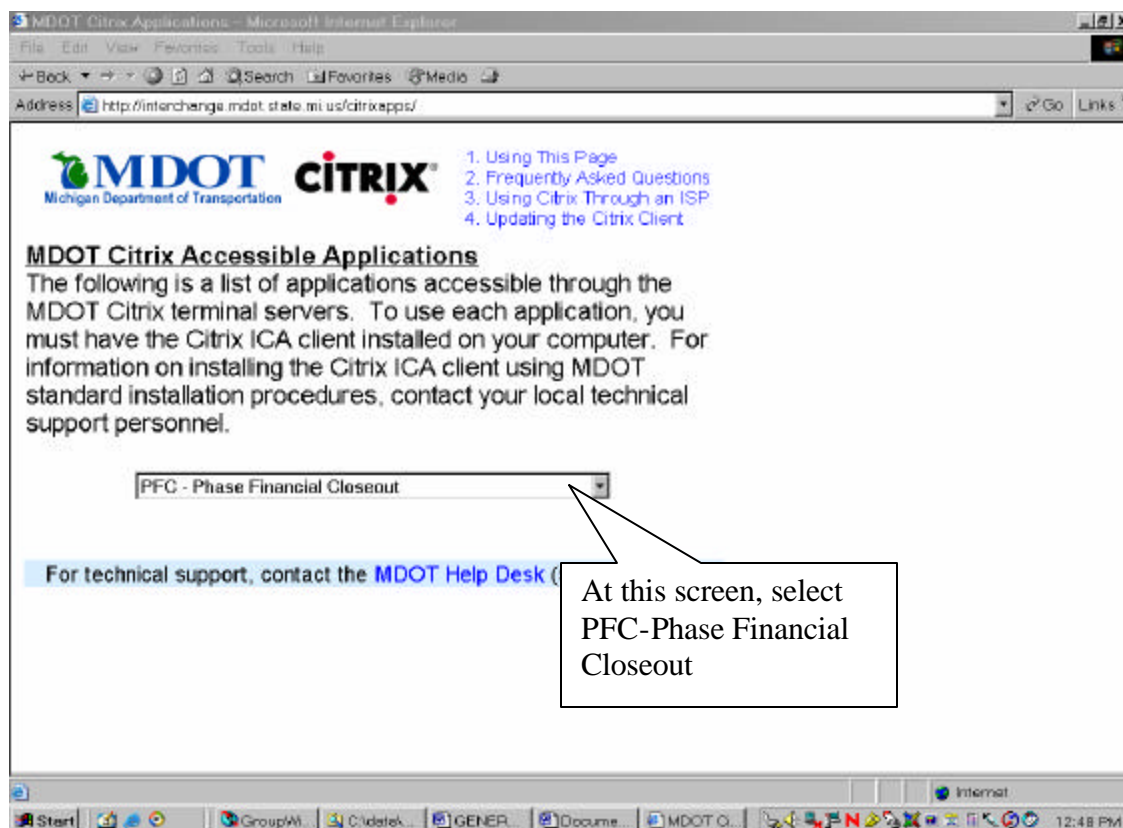
Appendix D

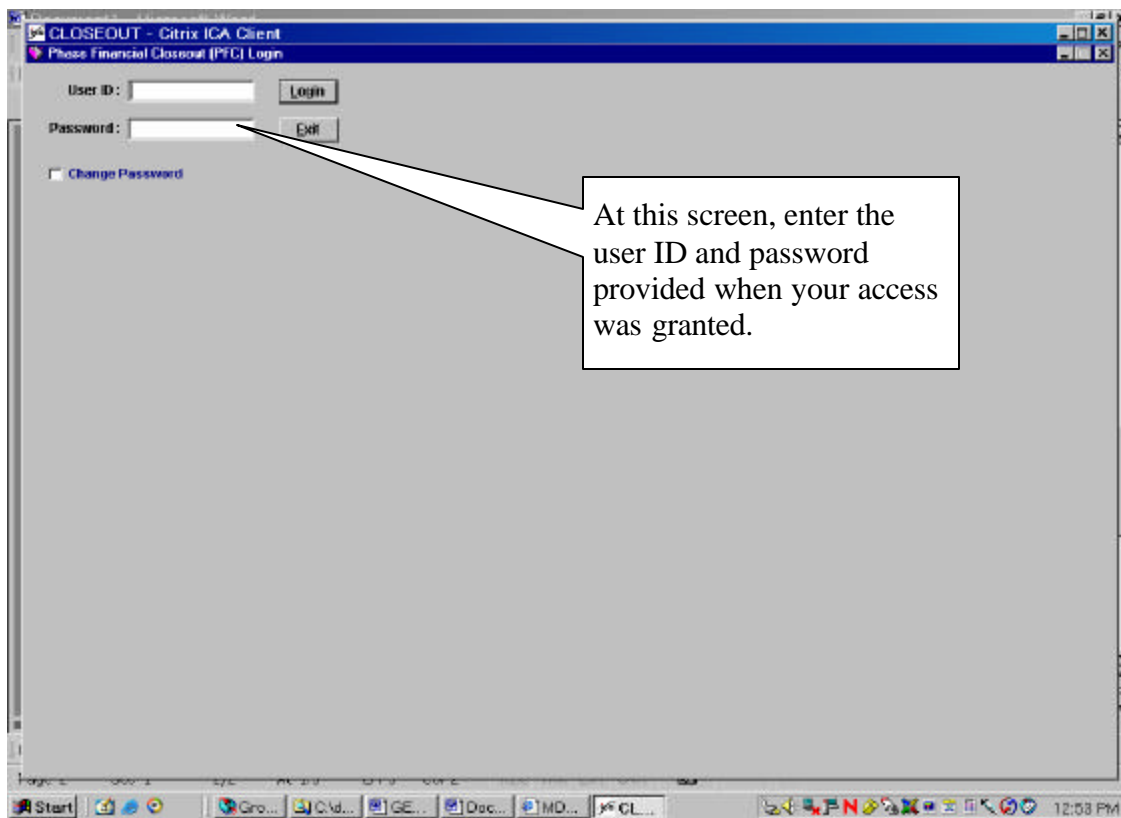
DETERMINING THE FHWA FINAL CLOSEOUT DATE

The Phase Financial Closeout (PFC) application will be used to determine the closeout date for state and federally funded projects. This application is accessible through Citrix, via the Interchange. To access the PFC application, you will need approval to access Citrix, MFOS, and PFC. Users of the PFC application are also users of the MFOS application. The technical support person for each area should be able to help with this.

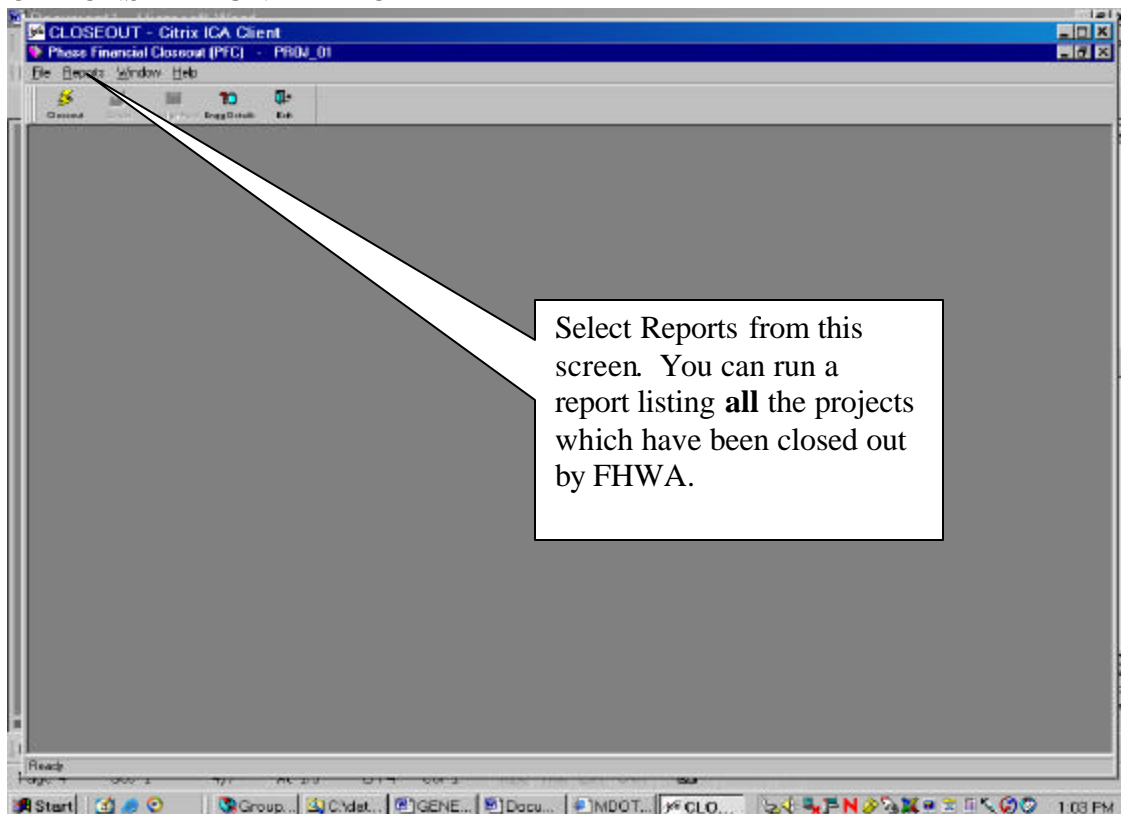


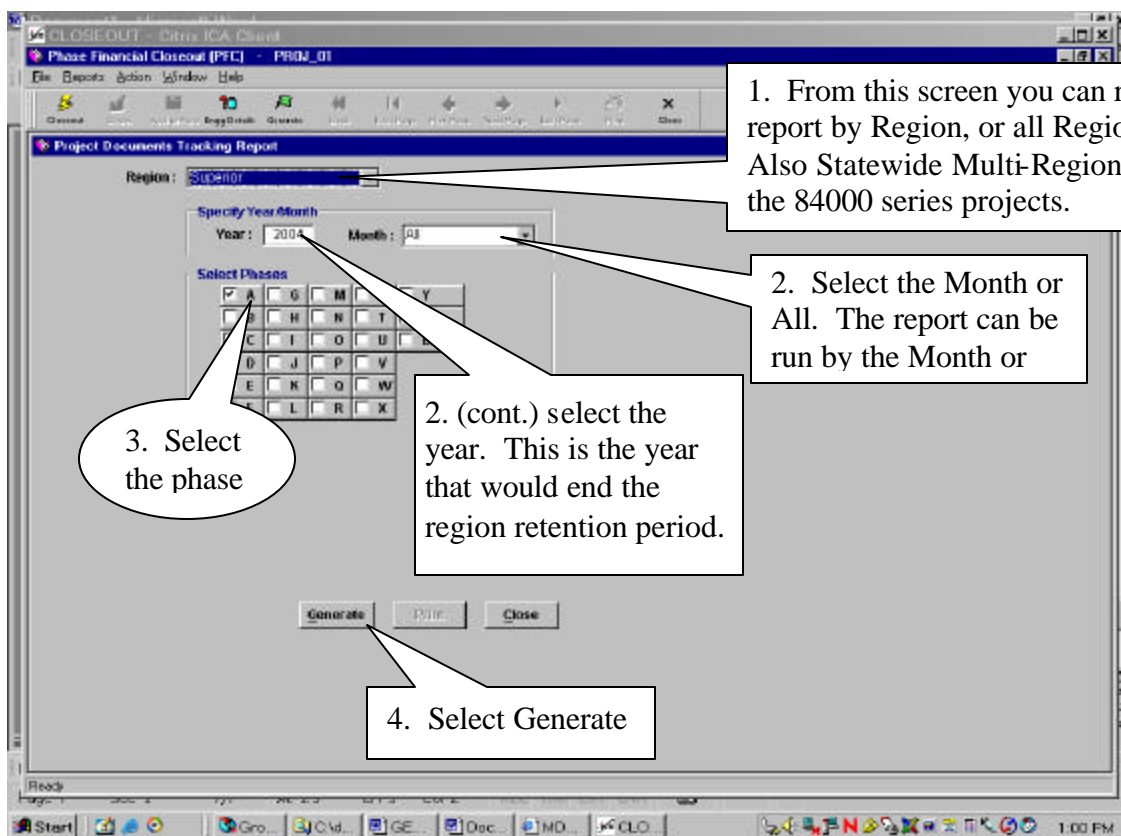
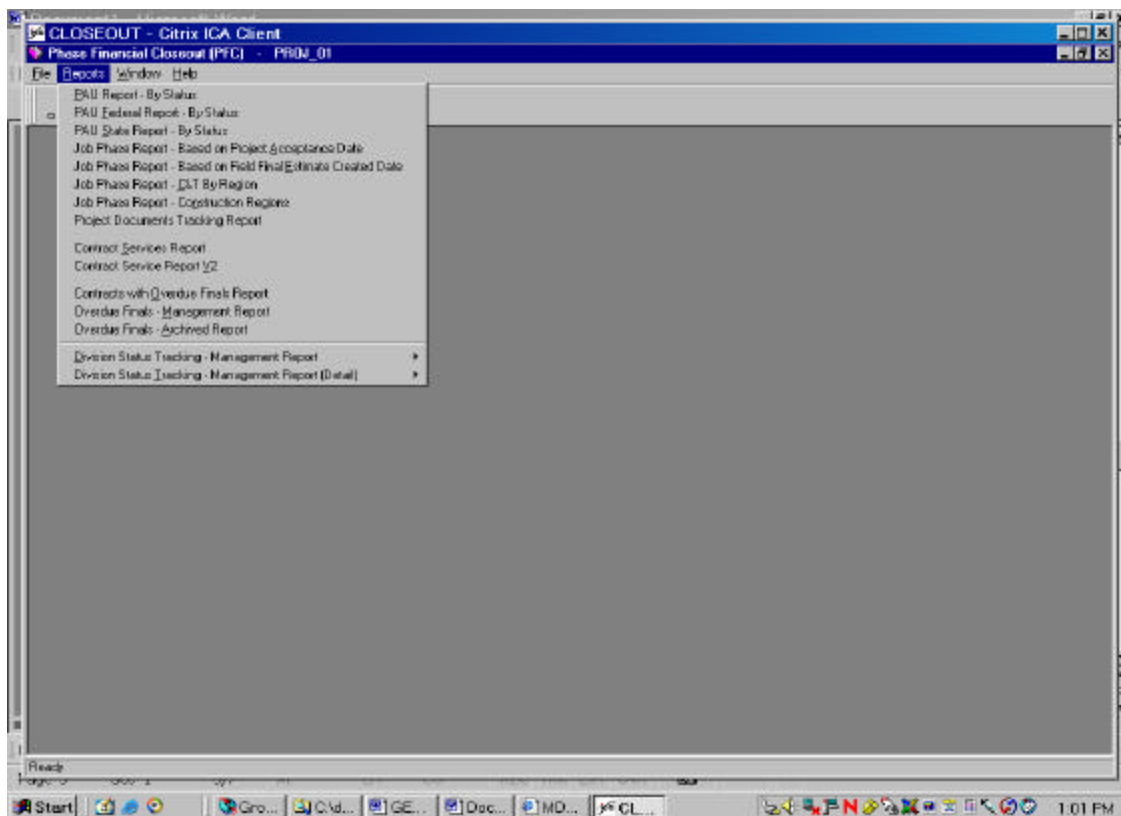
Starting from the MDOT Interchange home page, select Citrix Apps.





OPTIONS #1- RUN A REPORT





Project Documents Tracking Report

Doc ID	Status	Date	Project	Doc ID	Status	Date	Project
39793	A	21422	HH0796	STP 9621	002	Jun 18, 2001	Jun 18, 2004
49619	A	31011	RR1809	STP 9931	001	Jun 20, 2001	Jun 20, 2004
48834	A	42004	RR1805	STP 9942	305	Jun 20, 2001	Jun 20, 2004
49633	A	22609	RR1974	STP 9922	001	Jun 25, 2001	Jun 25, 2004
46486	A	17966				Jun 26, 2001	Jun 26, 2004
49141	A	22966				Jun 26, 2001	Jun 26, 2004
				Total for the month : 14			
51600	A	22031				Jul 03, 2001	Jul 03, 2004
50584	A	02011				Jul 03, 2001	Jul 03, 2004
46141	A	84911				Jul 03, 2001	Jul 03, 2004
49019	A	75061				Jul 03, 2001	Jul 03, 2004
49612	A	21031				Jul 03, 2001	Jul 03, 2004
44973	A	52043				Jul 03, 2001	Jul 03, 2004
49780	A	07072	RR1885	STP 9907	001	Jul 06, 2001	Jul 06, 2004
34036	A	07012				Jul 11, 2001	Jul 11, 2004
50789	A	84911	JJ0591	NHG 9964	063	Jul 17, 2001	Jul 17, 2004
34045	A	66012	HH1923	STP 9966	006	Jul 17, 2001	Jul 17, 2004
44586	A	52043	JJ0593	NHG 9962	004	Jul 18, 2001	Jul 18, 2004

Once the report has been generated, it can be printed from this screen.

OPTION 2 – QUERY BY PROJECT NUMBER

To find out if one particular project has been closed out, select Closeout.

